

FUNDRAISING POLICY

PURPOSE

To provide parents/carers and other members of our school community with an overview of Keilor Downs College's approach to fundraising.

POLICY

Fundraising is an important way for Keilor Downs College to raise money to:

- purchase capital items for the school, funding for trips and other benefits which the students will enjoy directly
- help the disadvantaged in the wider community and to engender in students a sense of responsibility and belonging to the wider community
- involve students in providing services to the community through workdays and other service-type activities
- give students experience in business activities
- encourage students to value equipment they help to provide
- provide opportunity for students to be involved in decision making
- give the local community a sense of having a greater involvement in the school
- provide opportunity for students and to give support to service projects

The college will:

- ensure that fundraising be directed to activities of benefit to significant numbers of students
- ensure that fundraising projects do not impinge on the trading operations of the College.

School staff and members of the school community may want to undertake fundraising activities for Keilor Downs College.

Keilor Downs College encourages all members of our school community to be involved in fundraising initiatives and school council welcomes all proposals for fundraising.

Fundraising is a function of the school council and council must approve all fundraising events or activities on behalf of our school.

At the beginning of each school year, the school council will approve any fundraising events or activities for the upcoming year. If it is necessary during the year, the school council may approve additional fundraising events or activities. To seek approval from school council, they must complete the application form (Appendix 1) and submit it to the Business Manager.

In deciding whether or not to approve particular fundraising events or activities, the school council will act in accordance with legal requirements, any relevant Department of Education and Training policy or guideline, and the Department's *Finance Manual for Victorian Government Schools*.

All money raised through fundraising, unless legally otherwise provided for, will be held on trust by the school council for the general or particular purpose for which it was raised.

Fundraising for Charitable Causes

Keilor Downs College, through the school council, may also decide to fundraise for charitable causes. In deciding whether or not to fundraise for a particular charitable cause, school council may:

- Consider whether the methods used to raise funds for any specific charitable appeal are appropriate
- Seek written advice from organisations promoting fundraising activities on the percentage of funds raised that are directed to the named charity

FURTHER INFORMATION AND RESOURCES

- School Policy and Advisory Guide: [School Generated Funding](#)
- [Finance Manual for Victorian Government Schools](#)
- [Fundraising Act 1998](#)
- [School Financial Guidelines](#)
 - *Internal Controls for Victorian Government Schools*
 - *Cash handling Resources*
 - Cash Handling Best Practice Controls
 - Cash Handling Authorised Form Fundraising Collection
 - Cash Handling Authorised Form Ticket Sales Not at Office
 - Cash Handling Authorised Form

REVIEW CYCLE

This policy was approved by school council in **June 2019** and is scheduled for review in **June 2022**.

APPENDIX 1: FUNDRAISING PROJECT REQUEST FORM

KEILOR DOWNS COLLEGE FUNDRAISING PROJECT REQUEST FORM

Staff member responsible for project	
Home Group or Department (eg RAPP/Music)	
Name of Person/s making submission:	
Fundraiser proposed (eg sausage sizzle)	
Target audience (eg. Staff, students, staff & students)	
Aim or purpose of fundraising (eg support cancer research/purchase equipment for school)	
Timeline: When will the proposed fundraising event take place ____/____/____ to ____/____/____ Additional information re timing of fundraising (eg. Recess / lunchtime) _____	
Budget: Anticipated Expenses \$ _____ Anticipated Revenue: \$ _____ Please attach a list of the anticipated expenses	
List school personnel involved: _____ (eg additional staff/canteen etc) _____	
Names of Companies/Agencies/Clubs to be approached or involved: (attach separate list if necessary) (eg donation of supplies or prizes, provision of promotional material or guest speaker) _____ _____	
What legal considerations/requirements need to be met? Public Liability Insurance <input type="checkbox"/> Food Handling <input type="checkbox"/> O.H. & S. <input type="checkbox"/>	
Date submitted to H&FR: ____/____/____	
Date submitted to College Council: ____/____/____ Approved / Not Approved	

Please ensure the form is completed and submitted to H&FR who will evaluate the proposal and make a recommendation to School Council.

PLEASE KEEP A COPY FOR YOUR REFERENCE